

Lifting Infants and Toddlers through Language-rich Environments (LITTLE) Grant
2019-2020
Operating Guidelines Addendum
July 1, 2020-September 30th, 2020

This Operating Guidelines Addendum replace the Addendum dated May 13, 2020.

This Addendum was created to provide guidance to programs with LITTLE grants whose grants are being extended until September 30, 2020. This is not a full set of new, comprehensive Guidelines. It is for the purpose of providing additional information in specific sections of the Guidelines. Unless waived or changed in the Addendum, all existing Guidelines are valid. For additional guidance or specific questions, providers should email infanttoddler@dec.al.ga.gov

2.0 Personnel

2.2 Peer Coaches

Peer coaches will work 40 hours per week providing support to classroom teachers. Coaches cannot fulfill job duties in any other capacity including classroom teacher, substitute teacher, bus driver, or floater.

3.0 Professional Development

3.1 Required Professional Development Opportunities

All personnel participating in grant activities must attend required professional development opportunities as listed below.

- Peer Coaches
 - Weekly virtual or face to face coaching sessions with their assigned infant toddler specialist
- Directors
 - Monthly virtual or face to face meetings with the infant toddler specialist and the peer coach
- Teachers
 - Weekly coaching sessions with the Peer Coach

5.0 Funding

5.1 Peer Coach Salary

Funding must be utilized to continue employment of the Peer Coach. Peer Coaches must be employed full time as specified in the individual program's grant agreement. A minimum salary of \$15.00 per hour for a 40-hour work week must be met. Programs must spend a minimum of \$8400 (40 hours x \$15.00 x 14 weeks) on the Peer Coach salary.

6.0 Fiscal Procedures

6.2 Schedule of Payments

One additional payment will be made to be used for the Peer Coach salary. Please note that no payment can be made until the grant agreement is fully executed. Payment will be made no later than July 31.

7.1 Reconciliation Report

LITTLE grantees must provide Bright from the Start with a reconciliation report spanning the dates of the grant agreement. The purpose of the reconciliation report is to provide an actual accounting of all the provider's expenditures related to the LITTLE grants. This report shall demonstrate that funds were spent in appropriate categories for their intended uses. Supporting documentation must be maintained and provided upon request from DECAL.

The LITTLE Grant Reconciliation Report is due by October 31, 2020. Failure to submit the LITTLE Grant Reconciliation Report by the due date may impact a program's eligibility to apply for future grant opportunities.